



National Automotive Student Skills Standards Assessment



Developed by ASE in partnership with



ONLINE USER'S MANUAL
Version 3.0

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TESTING POLICIES

The Automotive Youth Educational Systems (AYES), the National Automotive Technicians Education Foundation (NATEF) and SkillsUSA have partnered to offer the National Automotive Student Skills Standards Assessment (NA3SA) tests for use by schools to evaluate students nearing completion of their automotive studies. The NA3SA tests are developed and delivered by the National Institute for Automotive Service Excellence (ASE).

For the NA3SA tests to effectively measure the student's knowledge, they must be uniformly and securely administered. Therefore, both the instructors who schedule the tests and the proctors who administer them must strictly follow all program procedures.

Testing Dates and Times – The NA3SA tests may be administered during the published testing window only. During the testing window, tests can be scheduled for any time of the day that a proctor is available for supervision.

Testing Environment – The NA3SA tests may be offered on any computer that meets the minimum technical and security requirements. The computer must be located in a computer lab or other appropriate testing location that provides for monitoring by the proctor, reasonable shielding from others, freedom from distractions, and comfort for the examinee.

Proctors – The proctor may be a school administrative staff member or current or retired faculty member, but may not be a faculty member currently teaching motor vehicle technology. Students may not be proctors.

Proctor's Responsibility – The proctor is responsible for verifying the student's identity, enabling the computer-based test for the student, and providing general oversight of the student during the testing session. This includes ensuring that there is no cheating of any kind, including giving or receiving help, using books or notes, etc.

Accommodations - Students with special needs (i.e. students with Individual Education Plans) may receive reasonable accommodations for their special needs provided that those accommodations do not compromise test integrity.

Retests – Retests for completed NA3SA tests are not allowed during the same testing window. Students who are unsuccessful in achieving a passing grade, or those who wish to improve their score, may not reattempt the same exam until a later testing window.

Instructor Level Access – Instructors are given unique password access to the testing platform for registering students and monitoring their progress. Instructors may not share their access information with students and must take reasonable precautions to safeguard their password at all times. Instructors are not allowed to view the tests at any time.

Cancellation of Scores – ASE reserves the right to cancel any test score and/or bar participation in the NA3SA testing program if ASE has reason to question the validity of a test score. Misconduct during the testing session, multiple test attempts by one student in a test window, and prior access by instructors to test forms can all compromise test validity.

Good And Reasonable Effort – ASE considers each school participating in the NA3SA tests to be an active partner in the test delivery process. As such, ASE expects all school staff involved in the testing program to exercise good and reasonable effort to maintain the integrity of the testing program.

User Name – All non-student users must use a valid email address as their NA3SA username.

OVERVIEW OF USER ROLES

Each user in the NA3SA system is assigned one or more roles, with each role having specific responsibilities and capabilities. These roles are somewhat hierarchical and include a Primary Site Administrator, Instructor, Proctor, and Student.

Primary Site Administrator

The Primary Site Administrator may be an instructor or other staff person who will serve as the NA3SA system coordinator for the school.

The site administrator role possesses the following abilities and responsibilities:

1. Add and remove instructors to/from the school
2. Add and remove proctors to/from the school
3. Reset instructor's and proctor's password
4. View and edit the school's profile data
5. Monitor the progress of all testing
6. Help the instructor manage class rosters, assign tests, and review test results
7. Download student test results (csv file format)

A Site Administrator may be assigned to more than one school. For school systems that have a central coordinator for the NA3SA tests, these features allow one person to manage and monitor multiple schools.

Assignment as a site administrator can only be made through the NA3SA help desk. Certain fields in the site administrator's profile can be self-edited. Fields that cannot be edited by the Site Administrator can only be changed by the NA3SA help desk (e.g. first and last name). NA3SA help desk phone number: **1-800-362-0544**.

Instructor

The instructor role possess the following abilities and responsibilities:

1. Verify and edit own profile
2. Build and maintain class rosters
3. Add existing students to a class roster
4. Add new students to a class roster
5. Remove student names from their own class roster
6. Reset student passwords
7. Assign tests to students
8. View student test results
9. Create proctors
10. Print test results and certificates

Instructors are established by the school's Primary Site Administrator. Where appropriate, the instructor may be associated with more than one school.

Proctors

Proctors are responsible for enabling and monitoring the tests for the students. Proctors are established by either the Instructor or the Site Administrator. The proctor may be a school administrative staff member or current or retired faculty member, but may not be a faculty member currently teaching motor vehicle technology. Students may not be proctors. Where appropriate, proctors may be associated with more than one school.

The proctor role possess the following abilities and responsibilities:

1. Verify a student's identity
2. Enable the assigned test one at a time
3. Re-set a test if the student should become disconnected from the system while testing
4. Monitor the test session to ensure all testing policies are followed

Students

The student role can be assigned to any student currently enrolled in the automotive program. Student users are initially established by an instructor by placing the student's name on one or more class rosters. This process creates a unique roster key to be used by the student during their first login as a means to confirm a link to the instructor's roster.

Student responsibilities include:

1. Login prior to test date and complete their student profile
2. Take tests assigned to them by their instructor
3. View test results on the NA3SA system

USER LOGIN - GENERAL

All users of the National Automotive Student Skills Standards Assessment (NA3SA) will login through the NA3SA.com home page. Two login buttons are provided, one for school staff, the other for students. Login page: www.NA3SA.com

FAQs (PDF)	AYES*, NATEF*, and SkillsUSA* have joined together to offer a single National Automotive Student Skills Standards Assessment (NA3SA) program. These tests, developed by ASE*, are designed to evaluate students who are near the end of their studies in the areas of Automobile Service and Collision Repair & Refinishing.
Order Form (PDF)	
Auto Task List (PDF)	
Collision Task List (PDF)	
Sample Questions (PDF)	
Sample Certificate (PDF)	
Testing Policies (PDF)	
School Staff Login Student Login	
Important Dates Spring Testing Window: April 15 - June 12, 2009	

School Staff Login

School Site Administrators, Instructors, and Proctors will sign in through the School Staff Login portal by entering their user name and password as indicated.

The user name and password are sent to school staff via email when they are established as a user in the system. Upon initial login, users are asked to change their password. User name and passwords can be self-edited at anytime through the user's profile. The user can also create a password recovery question and answer in their profile to help them re-set their password in the future if it is forgotten or misplaced.

- **Passwords** must be at least six characters long and contain two non-alpha characters.
- **User names** must be a valid email address.

School Staff Login	
Log In	
User Name:	
Password:	
I Forgot My Password	Log In

Student Login

Students logging in for the first time will use the New Student Registration portal provided in the lower half of the Student Login screen. In addition to entering their first and last name, they must enter the Roster Key provided by one of their instructors. A student must first appear on an instructor's roster before the student can establish their profile in the NA3SA system.

Upon the first login, the student must complete their student profile and create a permanent user name and password. The student can also create a password recovery question and answer in their profile to help them re-set their password in the future if it is forgotten or misplaced. Future student logins will be accomplished through the Existing Students portal.

- **Passwords** must be at least six characters long and contain two non-alpha characters.

The screenshot displays the 'Student Login' interface. It is divided into two main sections. The top section, titled 'Existing Students', contains a 'Log In' button, a 'User Name:' input field, a 'Password:' input field, a link for 'I Forgot My Password', and a 'Log In' button. The bottom section, titled 'New Student Registration', contains a 'Log In' button, 'First Name:' and 'Last Name:' input fields (both highlighted in yellow), a 'Roster Key:' input field, and a 'Register' button.

PRIMARY SITE ADMINISTRATOR

Each school must have someone identified as the Primary Site Administrator to participate with the NA3SA. This person is initially identified by the school on the NA3SA order form. Changes can be made as necessary by contacting the NA3SA help desk.

When the site administrator is established or updated, they will receive an email notifying them of the assignment. This notification contains the school name for which the assignment is being made. If they are a new user to the system, their user name and password will also be sent via email. The new site administrator should login to the system as soon as practical and update their password to something of their choosing. At this time the site administrator can also create a password recovery question and answer should they misplace or forget their password in the future.

An individual user may be established as a site administrator for more than one school. This allows a group of schools (e.g. a school district) to utilize a central coordinator if desired. For those site administrators who are associated with more than one school, they are given a "Select School" button at the top of the page for moving from one school to another. Care must be taken to ensure that the correct school is selected before making any changes. If the site administrator is not associated with more than one school, the "Select School" button will not be displayed.

National Automotive Student Skills Standards Assessment

Logged in as ddew@asecert

School Admin: << Select School >> Edit Profile Logout Us Manual

<< Select School >>
NATEF Beta HS
ASE Beta High School
Leesburg High School

This button not shown if user is associated with only one school.

Indicates which school is currently selected

NATEF Beta HS (VA)
School Administration

School Administration

School	NATEF Beta HS	Edit School Profile
Address	111 Natef Dr	
City / State	Leesburg VA 20175	
Authority	President B Kersten	
Main Telephone	703-669-6650	
Administrator:	Robert Jones (email/username: ddew@asecert)	Edit User
Account Balance:	0.00	

Adding Instructors

The site administrator's first step should be to maintain the school's list of participating automotive instructors. New instructors can be added, and instructors who are no longer with the school can be disassociated from the school.

To add a new instructor to the school, the following information is needed:

1. First and last name
2. Email address (this will be their username)
3. Telephone number

To determine if the instructor is already in the system, click "Add Instructor", enter the instructor's email address into the "User Name" box under the label "Select Existing User", and then select "Find User".

NATEF Beta HS (VA)
School Administration

Select instructor to add to this school.

☒ Select Existing User

User Name:

If the instructor is already in the system, a profile box will be displayed with additional information you can use to verify his/her identity. If this is correct, click "Select This User". An email will be automatically sent to the instructor requesting that they accept this assignment to your school.

Select instructor to add to this school.

☒ Select Existing User

User Name:

User Name	Instructor2@ase.com
NamePrefix	
First	Bob
Last	Hudson
NameSuffix	
Title	
Telephone	
Comment	

☐ Create New User

Add New User Form
* = Required Field

Email Address *

If the instructor is not already in the system, select "Create New User" and enter the required information. When ready, click "Create User" at the bottom of the screen. Two emails will automatically be sent to the instructor. The first email provides them with a temporary password and login instructions. The second email notifies them of the

requested assignment as an instructor. Upon initial login, the instructor can complete their profile, update their password to something of their choosing, accept the instructor assignment, and begin setting up their class roster.

Create New User

Add New User Form

* = Required Field

Email Address *

Prefix

First Name *

Last Name *

Suffix

Title

Telephone

Password Recovery Question

Password Recovery Answer

Comment

Create User

Cancel

The "Add Instructor" process is completed once the instructor logs in and accepts your request to be listed as an instructor for the school.

Based on your school's internal arrangements for NA3SA management, you may also add yourself as either an instructor or a proctor, if appropriate.

Retiring Or Editing Instructors

If an instructor appears on your instructor list who is no longer associated with your school, click the "Retire Instructor" button located next to their name. This will disassociate their instructor profile from your school. Their profile will stay live in the NA3SA system and all links to other schools and roles will be maintained.

If an instructor's name is spelled incorrectly (e.g. Bob vs. Robert), select the "Edit Instructor's Profile" button to access their profile and make the required changes. Only the school's site administrator, or the NA3SA help desk, can make changes to the instructor's name. Otherwise, the instructor can maintain the rest of their profile as needed.

Instructors

Add Instructor

	First	Last	User Name		
Assist Instructor	James	Monroe	JMonroe@natef.edu	Edit Instructor's Profile	Retire Instructor
Assist Instructor	Donald	Dew	ddew@natef.edu	Edit Instructor's Profile	Retire Instructor

Adding Proctors

Using the "Add Proctor" button, you may add proctors in the same manner as instructors. Although both the site administrator and instructors may add proctors, it's important to note that instructors cannot also be proctors.

The proctor may be a school administrative staff member or current or retired faculty member, but may not be a faculty member currently teaching motor vehicle technology. Students may not be proctors.

NATEF Beta HS (VA)

School Administration

School Administration

School

NATEF Beta HS

Edit School Profile

Address

111 Natef Dr

City / State

Leesburg VA 20175

Authority

President B Kersten

Main Telephone

703-669-6650

Administrator:

Robert Jones (email/username: rj@beta.edu)

Edit User

Account Balance:

0.00

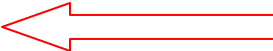
Pending Assignments

Instructors

Add Instructor

Proctors

Add Proctor



Completed Assignments

View History

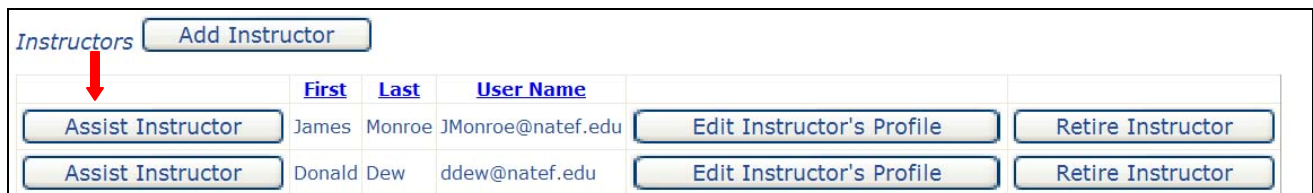
Pending Assignments As Instructors Or Proctors

To determine if an instructor or proctor has logged in and accepted their assignment, or to cancel an assignment, review the Pending Assignments section of the School Administrator's main page (Navigation tip: click School Administration Dashboard if not visible on current page).

Pending Assignments						
	First	Last	User Name	Role	Status	As of
Cancel Assignment	Jeff	Heiner	jeff@heiner.com	Proctor	Pending	3/9/2009 7:49:09 AM

Assisting Instructors

As the school's site administrator, you also have all the functions an instructor has. This feature allows you to assist the instructor with any of their responsibilities such as managing class rosters, assigning tests, and reviewing testing progress. To access this feature, click the "Assist Instructor" button for the instructor you wish to help. This essentially allows you to act on their behalf and perform any of the functions that are associated with that instructor.

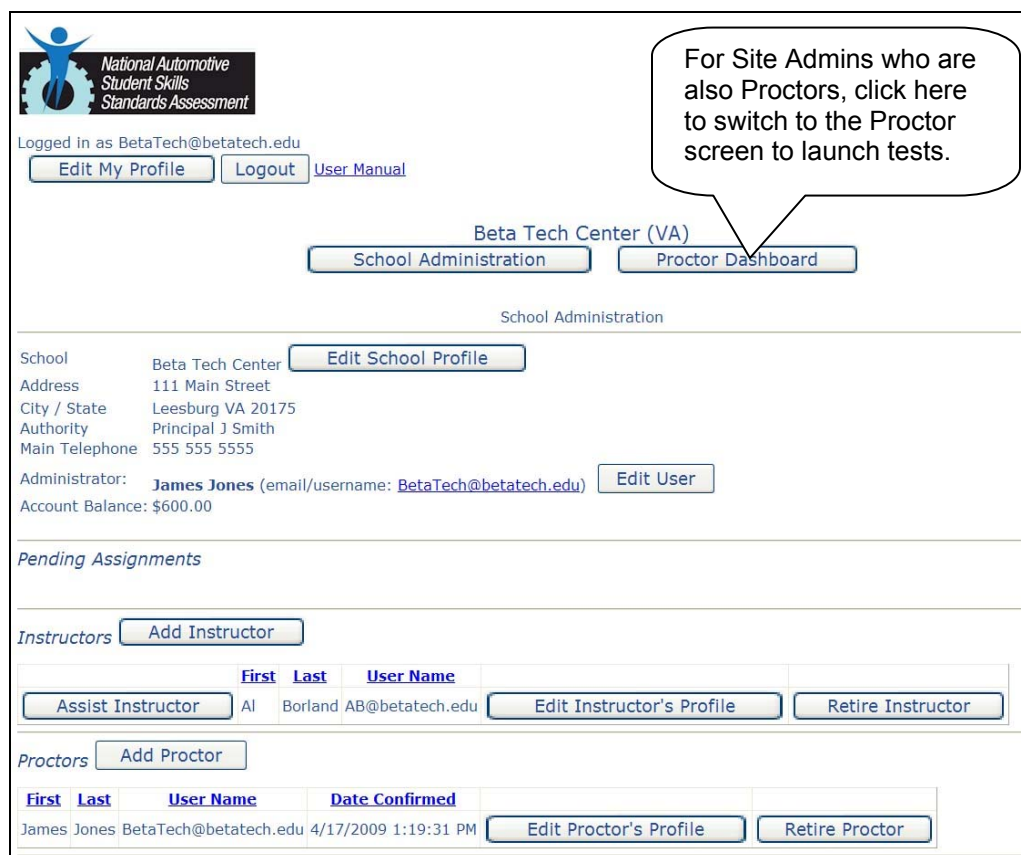


Instructors [Add Instructor](#)

	First	Last	User Name		
Assist Instructor	James	Monroe	JMonroe@natef.edu	Edit Instructor's Profile	Retire Instructor
Assist Instructor	Donald	Dew	ddew@natef.edu	Edit Instructor's Profile	Retire Instructor

Site Administrator With Proctor Role

Site administrators who also have a proctor role can switch between those two roles by selecting either the "School Administration" or the "Proctor Dashboard" buttons. To enable tests for students, the user must be on the Proctor screen. For details on the Proctor capabilities and procedures, please refer to the Proctor section of this manual.




Logged in as BetaTech@betatech.edu
[Edit My Profile](#) [Logout](#) [User Manual](#)

Beta Tech Center (VA)
[School Administration](#) [Proctor Dashboard](#)

School Administration

School: Beta Tech Center [Edit School Profile](#)
Address: 111 Main Street
City / State: Leesburg VA 20175
Authority: Principal J Smith
Main Telephone: 555 555 5555
Administrator: **James Jones** (email/username: [BetaTech@betatech.edu](#)) [Edit User](#)
Account Balance: \$600.00

Pending Assignments

Instructors [Add Instructor](#)

	First	Last	User Name		
Assist Instructor	Al	Borland	AB@betatech.edu	Edit Instructor's Profile	Retire Instructor

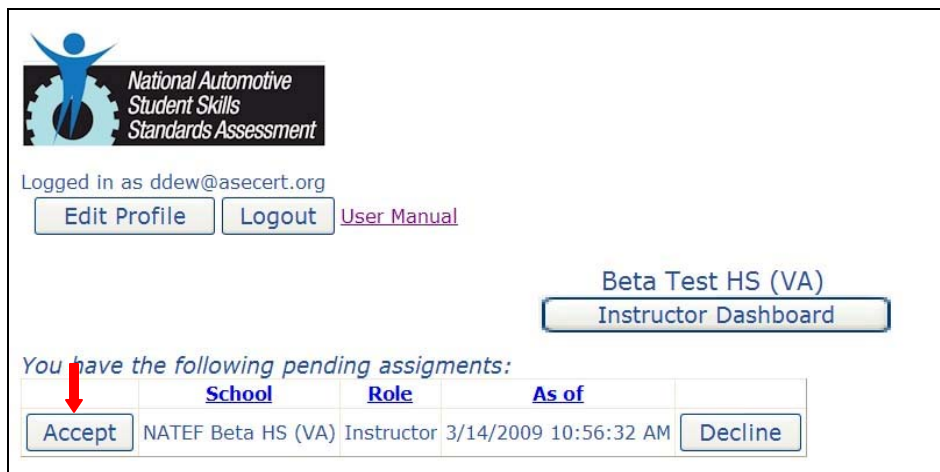
Proctors [Add Proctor](#)

First	Last	User Name	Date Confirmed		
James	Jones	BetaTech@betatech.edu	4/17/2009 1:19:31 PM	Edit Proctor's Profile	Retire Proctor

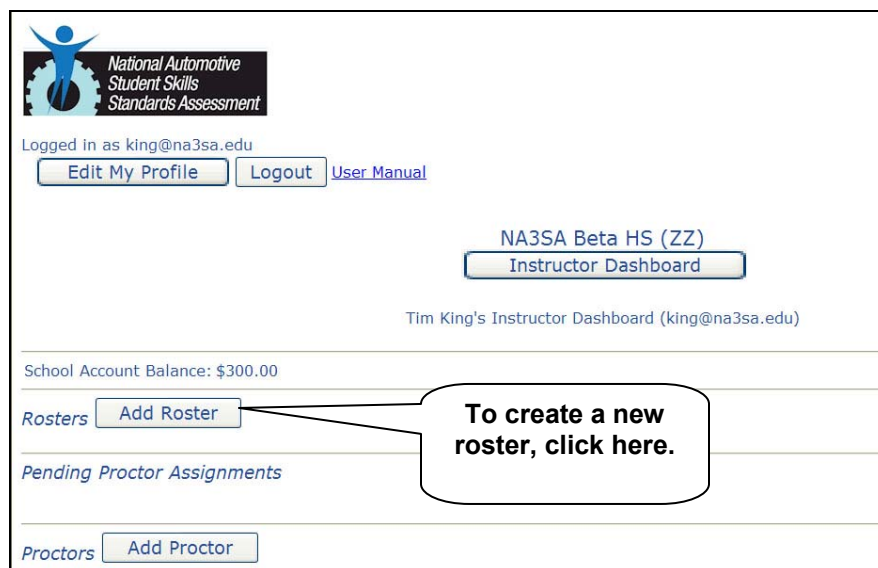
INSTRUCTORS

Instructors are established in the NA3SA system by the school's site administrator. Once an instructor has a user profile, they may be linked to other schools if desired. Since the linking process is initiated by the site administrator from the other school, the instructor must provide their NA3SA username (i.e. email address) to the site administrator making the requested link. When an instructor is set up in the system, or when an instructor assignment request is made from another school, the instructor will receive an email notification that serves as a request to be associated with that school.

To accept an instructor linkage request, the instructor must login to the NA3SA site and click the "Accept" button under Pending Assignments.



After accepting the assignment, the instructor will be taken to their "Instructor Dashboard" (similar to a home page). This is the starting point for managing rosters, assigning tests, viewing results, etc. It's helpful to know that clicking the "Instructor Dashboard" button on any page will bring the instructor back to this page. The first step would normally be to create a new roster.



Student Roster Management

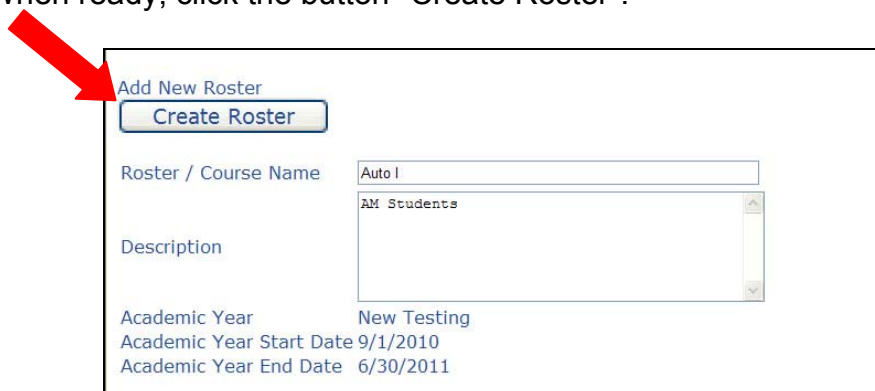
Essentially, rosters are simply a means to group students under an instructor within a school and are active for both the fall and spring test windows of a given academic year. In programs that utilize only one instructor, the instructor may find it easiest to create just one roster that contains all the students in his/her program (i.e. a master roster). If the list becomes too large to easily manage, the instructor may want to create a roster for each class (i.e. class rosters). When there is more than one automotive instructor at the school, each instructor would create their own roster(s). The same student may appear on rosters for more than one instructor.

NA3SA Certificate And Instructor Name - Since NA3SA certificates include the instructor's name, it is important to list the students and assign tests under the correct instructor. Changes to a test assignment cannot be made once the test has been started by the student.

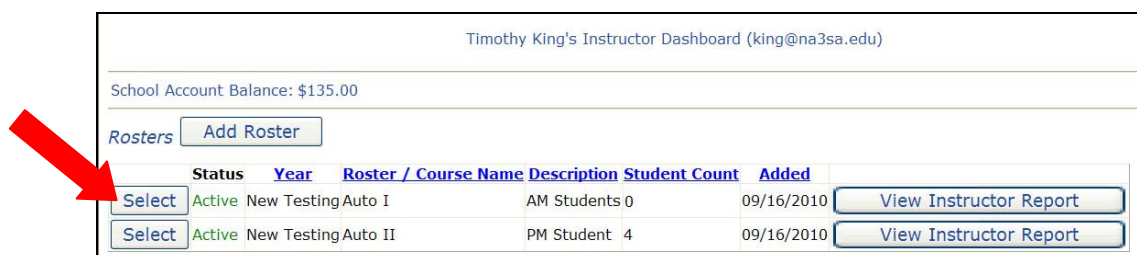
Helpful Concept – Regardless of whether the school has one or more instructors, or whether an instructor has one or more rosters, the process of building class rosters creates a master school roster behind the scenes. This school-wide "master school roster" is used to create an available student list when creating a new roster or when editing an existing roster. All instructors in the school will access, and contribute to, the school-wide roster when making their class roster. This helps prevent duplication of students in the system as well as saves time for the instructor when building a roster.

Creating A Roster

Clicking the Add Roster button on the Instructor Dashboard will open a create roster box. Give the new roster a meaningful name. A short description can also be added, but is not required. When ready, click the button "Create Roster".



Once the new roster is created, it will appear in a list on the Instructor's Dashboard. Any previous rosters will also be displayed. To work with any roster, click the "Select" button.



Timothy King's Instructor Dashboard (king@na3sa.edu)

School Account Balance: \$135.00

Rosters [Add Roster](#)

	Status	Year	Roster / Course Name	Description	Student Count	Added	
Select	Active	New Testing	Auto I	AM Students	0	09/16/2010	View Instructor Report
Select	Active	New Testing	Auto II	PM Student	4	09/16/2010	View Instructor Report

To add students to the roster, click the "Add/Create New Student(s)" button.

Roster Detail

Save

Roster / Course Name: Auto I

Description: AM Students

Instructor: Timothy King

Status: Active

Academic Year: 2010-2011

Assign Student Tests

View Current Assignments

Add/Create New Student(s)

Students

When the very first roster for the school is created, all students will need to be entered onto the roster using the New Student option at the bottom of the Add Student screen. Clicking the New Student button as shown below will expand the Add Student box to provide a means to enter new student names.

Add Student to Roster

Roster / Course Name: Auto I

Status: Active

Description: AM Students

Instructor: Tim King

Go Back to Roster Detail

Add Student

Select Existing Student Student Selector - students from <>

Available Students

Students on Roster

Add To Roster >

< Remove From Roster

New Student

Click "New Student" button to expand the box.

Add Student

Select Existing Student Student Selector - students from <>

Available Students

Students on Roster

Add To Roster >

< Remove From Roster

New Student

First Name: Bob

Last Name: Baker

Add New Student To Roster

Students name will appear here as they are added.

Enter student's name, then click "Add New Student To Roster"

Every time an instructor adds a new student to a roster, the student's name is place on an "Available Student" list for the school. If a student has already been entered on another roster, by the same or a different instructor at that school, their name should appear on the available student list. To add that student, simply highlight the student's name and click the "Add To Roster" button. Multiple students can be selected at the same time by holding down the shift or control key while clicking additional students.

Go Back to Roster Detail

Add Student

☒ Select Existing Student *Student Selector - students from <>*

Available Students	Students on Roster
Sue Anderson	Eddie Edwards
Andrew Anderson	Mark Meed
James Baker	Ned Needermyer
Bob Baker Jr	Robert Rock
James Baker Sr	
Wanda Bloomer	
Carol Creek	
Dan Davidson	
Frank Edwards	
Frank Fargo	
Jennifer Holland	
Lucy Lou	
Mary Marshal	

Add To Roster >

☐ New Student

When adding a new student to a roster, if someone with the same last name has been added previously, a warning will be displayed prompting the user to verify that they are not duplicating a student. In the example below, the new student that is being entered now, Robert Baker, is already in the system as Bob Baker. Of course if this is a different person, click "Create Additional Student".

Add Student

☐ Select Existing Student *Student Selector - students from <>*

Available Students	Students on Roster
Henry Anderson	Andy Andrews
Bob Baker	Carol Creek
Bob Benson	Dan Duke
Frank Fargo	Edward Echo
Sam Short	Greg Gibson
Ted Thomas	

Add To Roster >

☒ New Student

First Name:

Last Name:

**A student with this last name already exists.
Please refer to the "Available Students" table above and confirm this is not a duplicate record.**

Create Additional Student Cancel

Once the roster is complete, the instructor will have a screen similar to the graphic shown below. On this screen, the instructor can:

1. Edit the roster/course name or description
2. Sort roster list A-Z, Z-A, by first or last name
3. View the student's user name
4. Locate the student's Roster Key (needed by student to complete profile)
5. Determine if a student has completed their student profile (Status = registered or unregistered)
6. Edit student's name (via a modified view of student's profile page)
7. View test results (also access certificates via test results page)
8. Reset a student's password (defaults to: **na3sa1**). Available for only those students who have completed their profile and therefore show a "Registered Status"
9. Remove a student from the roster (can only be removed if there are no tests assigned)

NA3SA Beta HS (ZZ)
School Administration

Roster Detail

Save

Roster / Course Name: Auto II

Description: PM Student

Instructor: Timothy King

Status: Active

Academic Year: New Testing

Assign Student Tests

View Current Assignments

Add/Create New Student(s)

Last	First	User Name	Roster Key	Status	Profile	Results	Reset PW	Remove
Andrews	Andy	AndyMan	EX8-8JY	Registered	Profile	Results	Reset PW	Remove
Creek	Carol	CarolCreek307581	254-KN7	Unregistered	Profile	Results		Remove
Duke	Dan	DanDuke546404	QXW-76W	Unregistered	Profile	Results		Remove
Echo	Edward	EdwardEcho021217	G2D-J6M	Unregistered	Profile	Results		Remove

10. Open the Assign Student Tests screen
11. Open the View Current Assignments screen
12. Open the Add/Create New Student(s) screen

Roster Key

For each student on the roster, a unique roster key is generated. The student must use this roster key to initially set up their student profile. When setting up their profile, the student must enter the **first, last name, and roster key** exactly as the instructor entered it on the roster.

Student must enter first and last name exactly as it appears on the roster when registering for the first time.

Student needs this number to establish their student profile. It must be entered exactly as it appears here – including the dash.

Unregistered means student profile not complete.

Last	First	User Name	Roster Key	Status	Profile	Results	Reset PW	Remove
Andrews	Andy	AndyMan	EX8-8JY	Registered	Profile	Results	Reset PW	Remove
Creek	Carol	CarolCreek307581	2S4-KN7	Unregistered	Profile	Results		Remove
Duke	Dan	DanDuke546404	QXW-76W	Unregistered	Profile	Results		Remove
Echo	Edward	EdwardEcho021217	G2D-J6M	Unregistered	Profile	Results		Remove

Preparing Students To Login And Complete Their NA3SA Student Profile

Before a student can take an assessment, they must login through the student login on the www.na3sa.com website and complete their student profile. While doing so, they will create a user name and password that will allow them to take assigned tests and view the results.

To establish their password, they will need the following information exactly as it appears on the roster:

- First Name
- Last Name
- Roster Key

The very first time a student logs in they will use the lower "New Student Registration" login portal as shown in the graphic to the right. After their profile is complete and they have created a password, all future logins will use the top "Existing Students" login portal. After the student's profile is complete, their Roster Key will no longer be needed.

Student Login

Existing Students

Log In

User Name:

Password:

I Forgot My Password

New Student Registration

Log In

First Name:

Last Name:

Roster Key:

The following "Student View" graphic shows what is collected from the student when they set up their profile. Required fields are identified with asterisks. Students should have only one student profile, regardless of how many times they appear on an instructor's roster.

Student View

Please fill out your student profile.

* = Required Field

First name *

Middle initial

Last name *

Date of birth *

High school graduation year *

Name of your high school *

Email address

Create your username *

Create your password *

Confirm password *

Password reset question *

Password reset answer *

Would you like to receive info from AYES, NATEF, and SkillsUSA? ☐ Yes ☒ No

[If you need help with these questions, check with your instructor](#)

State or school issued Student ID

Are you an AYES Student? ☐ Yes ☒ No

Are you a SkillsUSA member? ☐ Yes ☒ No

SkillsUSA chapter number

SkillsUSA section number

[For College Students Only](#)

Name of your college

College graduation year

School or
state issued
student ID

Instructor View

First name *

Middle initial

Last name *

High school graduation year *

Name of your high school *

[If you need help with these questions, check with your instructor](#)

State or school issued Student ID

Are you an AYES Student? ☐ Yes ☒ No

Are you a SkillsUSA member? ☐ Yes ☒ No

SkillsUSA chapter number

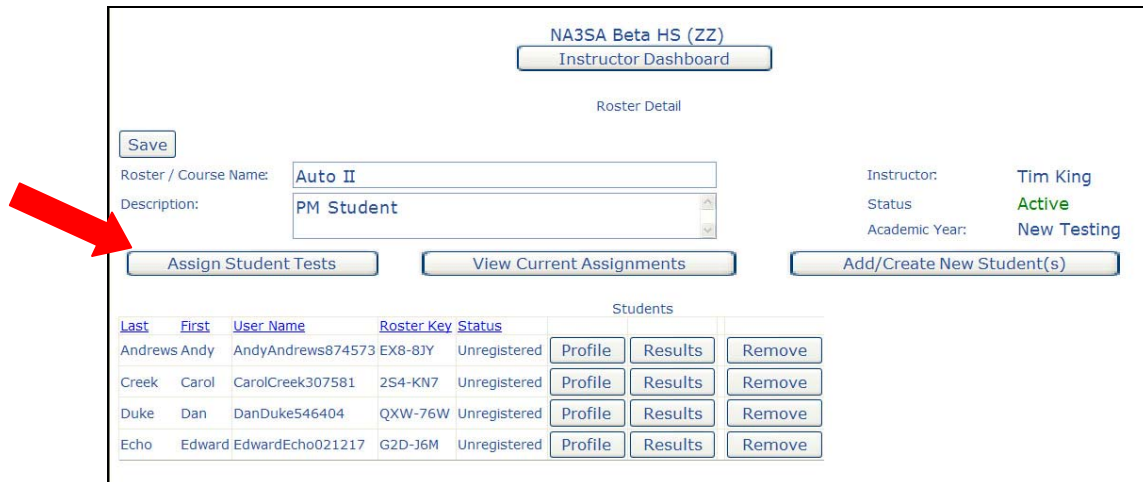
SkillsUSA section number

Instructors can access a limited view of the student's profile from the roster page that allows them to correct the spelling of the student's name, add/edit school issued ID and relationship information with SkillsUSA and AYES.

Many states and school districts have requested that certain student demographic data be reported along with the score results. To facilitate this request, the NA3SA student profile contains a free-from data field that can be used to capture a state or school issued ID for the student (Note: SSN data are not collected in the NA3SA system). By using this field, schools can export the assessment results and include the locally issued student ID. This ID can be used to index these records to other student records maintained by the school. In this way, student identifying information is controlled by the school.

Assigning Tests To Students

From the instructor dashboard, select the appropriate roster, and then click the “Assign Student Tests” button on the Roster Detail page.



NA3SA Beta HS (ZZ)
Instructor Dashboard

Roster Detail

Save

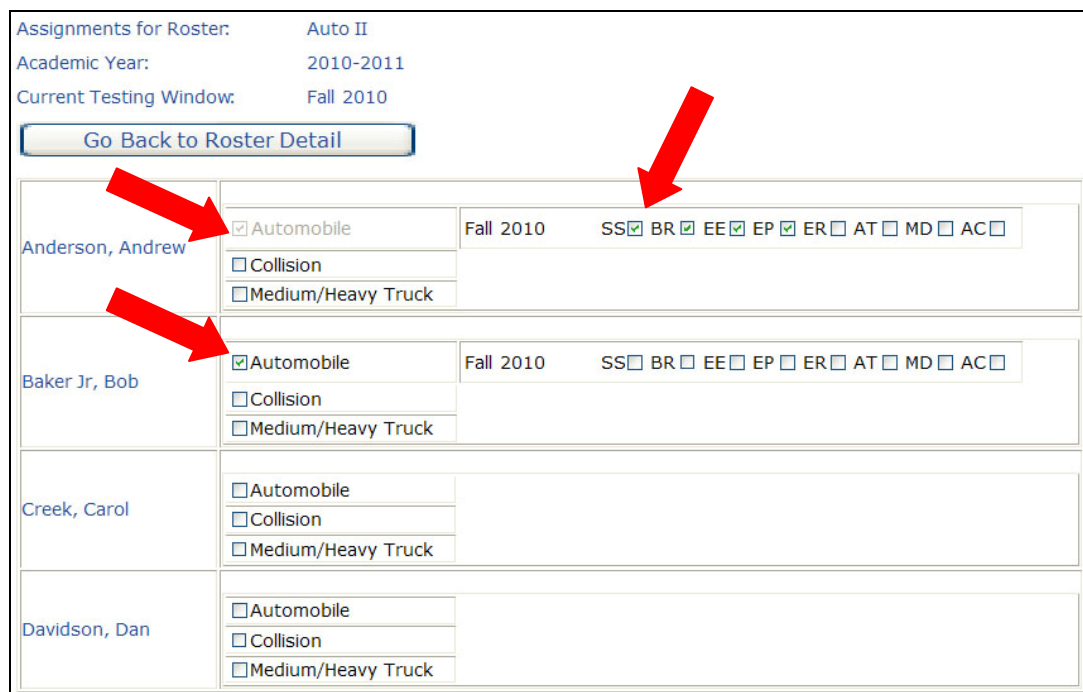
Roster / Course Name:

Description:

Instructor: Tim King
Status: Active
Academic Year: New Testing

Last	First	User Name	Roster Key	Status	Profile	Results	Remove
Andrews	Andy	AndyAndrews874573	EX8-8JY	Unregistered	Profile	Results	Remove
Creek	Carol	CarolCreek307581	254-KN7	Unregistered	Profile	Results	Remove
Duke	Dan	DanDuke546404	QXW-76W	Unregistered	Profile	Results	Remove
Echo	Edward	EdwardEcho021217	G2D-J6M	Unregistered	Profile	Results	Remove

Two steps are required to assign a test. First, the series must be selected (i.e. Automobile, Collision, or Truck). Second, the individual test(s) must be selected. Notice that the test selection option is not shown until a test series is selected.



Assignments for Roster: Auto II
Academic Year: 2010-2011
Current Testing Window: Fall 2010

Student	Series	Year	Tests
Anderson, Andrew	☒ Automobile ☐ Collision ☐ Medium/Heavy Truck	Fall 2010	SS ☒ BR ☒ EE ☒ EP ☒ ER ☐ AT ☐ MD ☐ AC
Baker Jr, Bob	☒ Automobile ☐ Collision ☐ Medium/Heavy Truck	Fall 2010	SS ☐ BR ☐ EE ☐ EP ☐ ER ☐ AT ☐ MD ☐ AC
Creek, Carol	☐ Automobile ☐ Collision ☐ Medium/Heavy Truck		
Davidson, Dan	☐ Automobile ☐ Collision ☐ Medium/Heavy Truck		

Tests can be unassigned by checking the box a second time.

For every test series that is selected, the \$15 test fee will be deducted from the school's account. If tests are assigned to a student in two test series (e.g. Automobile and Collision series), two student test fees will be deducted. The school must have an adequate account balance to schedule all participating students.

Test Abbreviations

Automobile

SS = Suspension and Steering
BR = Brakes
EE = Electrical/Electronic Systems
EP = Engine Performance
ER = Engine Repair
AT = Automatic Transmission/Transaxle
MD = Manual Drive Train and Axles
AC = Heating and Air Conditioning

Collision & Refinish

PR = Painting and Refinishing
SR = Structural Analysis and Damage Repair
NS = Non-Structural Analysis and Damage Repair
ME = Mechanical and Electrical

Truck

DE = Diesel Engines
TE = Electrical/Electronic Systems
TB = Brakes (Available 2011)
TS = Suspension & Steering (Available 2011)

Once tests are assigned, the student may be directed to the proctored testing location any time during the published testing windows – fall or spring. The details of scheduling (e.g. which tests to take, date, time, and location) are determined at the school level.

Test Fees

The test fee allows for a single attempt at any or all tests in a series for the given academic year. Therefore, some of the tests can be taken in the fall, and others taken in the spring, with no additional charge.

If a student never starts any of the assigned tests, because of transferring out of the program for example, the unused credit will be posted back to the school's account after all test assignments have been unassigned. This can be done at any time by the instructor who originally assigned the test. Once the student has started any of the assigned tests, the test credit cannot be refunded.

Retests

Although the \$15 test fee allows a single attempt at any or all tests in a series, for an additional test fee, the instructor may purchase a retest for all tests that were attempted in the fall.

Viewing Test Results And Printing Certificates

To view the instructor summary report, select the "View Instructor Report" button for a given roster.


National Automotive Student Skills Standards Assessment

[Edit My Profile](#)
[Logout](#)
[User Manual](#)

NATEF Beta HS (ZZ)
Instructor Dashboard

School Account Balance: \$385.00

Rosters [Add Roster](#)

	Status	Year	Roster / Course Name	Description	Student Count	Added	
Edit	Select	Active	2009-2010	AUTO 201	4	09/14/2009	View Instructor Report
Edit	Select	Active	2009-2010	AUB 101	3	09/14/2009	View Instructor Report
Edit	Select	Inactive	Spring 2009	Auto III	0	06/08/2009	View Instructor Report
Edit	Select	Inactive	Spring 2009	Brakes 101	2	04/23/2009	View Instructor Report
Edit	Select	Inactive	Spring 2009	Auto I	9	03/31/2009	View Instructor Report

Below is a sample instructor report. Data on the report are updated each time the report is opened.

National Automotive Student Skills Standards Assessment
Instructor Score Report - NA3SA Spring 2009

Instructor: Borland, Al
School Name: NATEF Beta HS
School Address: 111 Natef Dr Leesburg, VA 20175

Series Name: **AUTOMOBILE**

Student	Heating and Air Conditioning (40 Questions)	Suspension and Steering (40 Questions)	Engine Performance (40 Questions)	Brakes (40 Questions)	Electrical/Electronic Systems (40 Questions)	Engine Repair (40 Questions)	Automatic Transmission and Transaxle (40 Questions)	Manual Drive Train and Axles (40 Questions)
Anderson, Andrew					20% F			
Baker, Bob				77% P				
Bloomer, Andrew			7% F		10% F			
Creek, Carol								
Davidson, Dan								
Edwards, Eddie				32% F				
Fargo, Frank								
Holland, Dan								30% F
Rock, Kid		22% F				100% P		5% F
Average % Correct		22%	7%	54%	15%	100%		17%
% Examinees Passing		0%	0%	50%	0%	100%		0%

[Print Report](#)

To view the scores of individual students, select the "Test Results" button next to the student's name on the instructor roster.

Last	First	User Name	Roster Key	Status	Profile	Results	Reset PW	Remove
Andrews	Andy	AndyMan	EX8-8JY	Registered	Profile	Results		
Creek	Carol	CarolCreek307581	2S4-KN7	Unregistered	Profile	Results		Remove
Duke	Dan	DanDuke546404	QXW-76W	Unregistered	Profile	Results		Remove
Echo	Edward	EdwardEcho021217	G2D-J6M	Unregistered	Profile	Results		Remove

A list of all assigned tests will be displayed for the student. To view the student's score report, click "View Test Results". To view and print the certificate, click "View Certificate".

School	Series	Test	Status	
NATEF Beta HS Automobile		Automatic Transmission and Transaxle	Assigned	
NATEF Beta HS Automobile		Brakes	Abandoned	
NATEF Beta HS Automobile		Electrical/Electronic Systems	Completed	View Test Results
NATEF Beta HS Automobile		Engine Performance	Assigned	
NATEF Beta HS Automobile		Engine Repair	Completed	View Test Results View Certificate

A detailed score report is displayed and can be printed. If a new NA3SA test is being offered for the first time, results will not be posted until after the completion of the cut score study (normally two weeks after the end of the spring testing window).

Student Name: **James Dean**

Session: **NA3SA Spring 2009**

Engine Repair

Your score is: **40 - Pass**

The number correct needed to pass is 22 out of 40

Content Area	Number Correct	Max Score
General Engine Diagnosis; Removal and Reinstallation (R&R)	9	9
Cylinder Head and Valve Train Diagnosis and Repair	12	12
Engine Block Assembly Diagnosis and Repair	6	6
Lubrication and Cooling Systems Diagnosis and Repair	9	9
General Knowledge	4	4

This test may have contained a number of questions that were included for statistical research purposes only. Your answers to these questions do not affect your score and are not reflected in this score report.

Print Report

Back To Student Exam List Back To Roster

The instructor can print a certificate for every test passed. Either the instructor or school principal must sign the certificate.



National Automotive Student Skills Standards Assessment

JAMES DEAN
has achieved a passing score in
AUTOMOBILE
ENGINE REPAIR
NATEF BETA HS

Robert Jones
Instructor

APRIL 14, 2009
Test Date

Developed by ASE in partnership with

ASE NATEF SkillsUSA

Common Questions

Q. – Can students take some of the tests in the fall and some in the spring without additional costs?

Yes, the \$15 test fee allows a single attempt on any or all tests within a single series for a given academic year. An academic year is defined as the fall and spring test windows.

Q. – If a student fails a test in the fall, can they take the test again in the spring?

Yes, but a second test fee will be deducted from the school's account. The test fee only allows for a single attempt at each test in the series. Student may not retake the same test during the same test window.

Q. – What if a student forgets their user name or password?

- The instructor can recover the student's **user name** from the roster. It appears next to their name on the Roster Detail screen.
- If the student has completed their profile, including their **password recovery question and answer**, they can retrieve their password from the student login page by clicking "I Forgot My Password" and following the instructions provided.
- If a student has completed their profile but did not complete their password challenge question and answer, the instructor can reset their password to a default "**na3sa1**" from the roster screen. This can only be used if the student has already completed their student profile.
- If the student has not completed their profile, the reset password button is not displayed. Their instructor should give them their Roster Key and instruct them to login using the "New Student Registration" portal and complete their profile.

Q. – What if I added an extra roster by mistake?

Although a roster cannot be removed, it can be edited by the instructor and effectively made inactive. As long as no tests have been taken by students on the roster, an instructor may take the following steps to give an undesired roster and inactive status:

1. Un-assign all tests and test series assignments for students on that roster.
2. Ensure that each student on this roster is listed on another roster (students cannot be removed from a roster unless they are listed on another roster; otherwise, their record would be left without a connection to the school).
3. Once all test assignments are removed, retire each student from that roster.
4. Finally, change the name of the roster to "Inactive".

The act of retiring a student from a roster only removes the student's link to that roster. All links to other rosters will remain intact.

Q. – What if the student's test is interrupted?

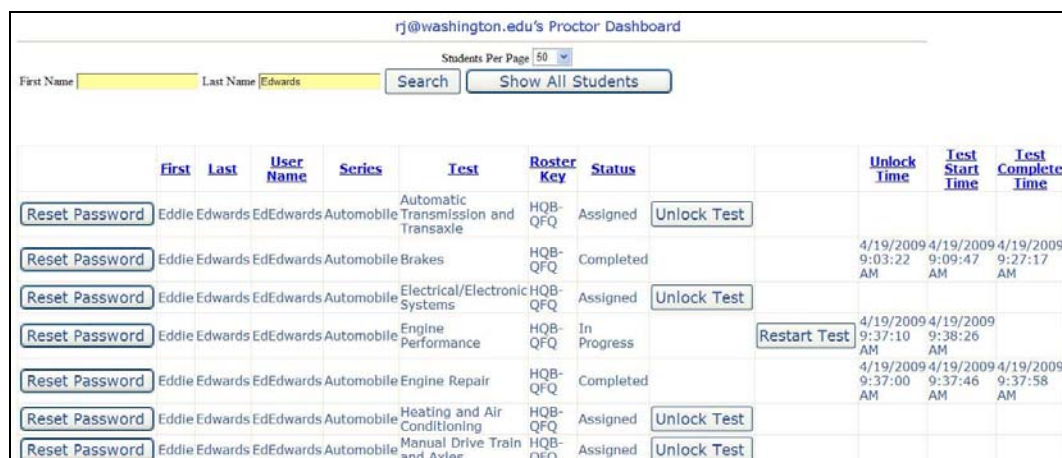
If a student experiences a technical interruption during their test (e.g. loss of Internet connection, computer failure, etc.), the proctor can reauthorize student test login and allow the student to pick up where they left off. Same day restarts allow full navigation throughout the test. Subsequent day restarts will only allow the student to view questions not seen previously.

PROCTORS

The proctor is responsible for verifying the student's identity, unlocking the scheduled test, and monitoring the student's test session to ensure all testing procedures are followed.

Locating A Student On The Proctor List

The proctor's screen will show all students and all tests assigned. Since the list will show each test for each student as a separate record, large lists can be simplified by using the search option to isolate all tests for a single student. To locate a student, enter the student's name (first, last, or both) in the search fields and click "Search". The list can also be sorted A-Z or Z-A on any column of the list by clicking on the column label. Filters to display tests assignments by test series and test name are being developed and should be available by the beginning of the testing window.



The screenshot shows the Proctor Dashboard for rj@washington.edu. It includes search fields for First Name and Last Name (Edwards), a Search button, and a Show All Students button. Below is a table of test assignments for Eddie Edwards.

	First	Last	User Name	Series	Test	Roster Key	Status		Unlock Time	Test Start Time	Test Complete Time
Reset Password	Eddie	Edwards	EdEdwards	Automobile	Automatic Transmission and Transaxle	HQB-QFQ	Assigned	Unlock Test			
Reset Password	Eddie	Edwards	EdEdwards	Automobile	Brakes	HQB-QFQ	Completed		4/19/2009 9:03:22 AM	4/19/2009 9:09:47 AM	4/19/2009 9:27:17 AM
Reset Password	Eddie	Edwards	EdEdwards	Automobile	Electrical/Electronic Systems	HQB-QFQ	Assigned	Unlock Test			
Reset Password	Eddie	Edwards	EdEdwards	Automobile	Engine Performance	HQB-QFQ	In Progress	Restart Test	4/19/2009 9:37:10 AM	4/19/2009 9:38:26 AM	
Reset Password	Eddie	Edwards	EdEdwards	Automobile	Engine Repair	HQB-QFQ	Completed		4/19/2009 9:37:00 AM	4/19/2009 9:37:46 AM	4/19/2009 9:37:58 AM
Reset Password	Eddie	Edwards	EdEdwards	Automobile	Heating and Air Conditioning	HQB-QFQ	Assigned	Unlock Test			
Reset Password	Eddie	Edwards	EdEdwards	Automobile	Manual Drive Train and Axles	HQB-QFQ	Assigned	Unlock Test			

Unlocking A Test For A Student

To launch a test for a student, the proctor should take the following steps:

1. Verify the student's identity.
2. Confirm that the student has his/her user name and password.
3. Confirm which test the instructor wants the student to take and click the "Unlock Test" button for it.
4. Direct the student to login via the "Student Login" at www.na3sa.com and start their test.
5. Monitor the student throughout the testing session to ensure he/she does not receive assistance or open other programs or windows during the test session.
6. If a student is scheduled to take more than one test, they should notify the proctor when they have completed the first test so the proctor can unlock the next one.

Regardless of how many tests a student is scheduled to take during a given test session, the proctor should only unlock one test at a time for the student. Once a test is unlocked, the student has 30 minutes to start the test. It is recommended that a 60 minute time period is scheduled for each test; however, the system allows up to 120 minutes for students who require additional time.

If a student experiences a technical interruption during their test (e.g. loss of Internet, computer failure, etc.), the proctor can reauthorize student test login and allow the student to pick up where they left off. Same day restarts allow full navigation throughout the test. Subsequent day restarts will only allow the student to view questions not seen previously.

Helpful Hints

Helpful Hints

- **Time To Start** – Students have 30 minutes to start the test once it is unlocked.
- **Time To Test** – Sixty minutes is the recommended testing time. However, the computer delivery system will allow 120 minutes if additional time is needed (experience shows that most students require approximately 30 minutes to complete the test).
- **Monitor Students** – Students must be monitored by the proctor throughout the entire test session.
- **Restarts** – If a student experiences a technical interruption during their test (e.g. loss of Internet connection, computer failure, etc.), the proctor can reauthorize student test login and allow the student to pick up where they left off. Same day restarts allow full navigation throughout the test. Subsequent day restarts will only allow the student to view questions not seen previously.
- **Student Profile/Password** – If a student has not previously set up their student profile (i.e. established a user name and password), they must do so prior to starting the test. To do this, they will enter their first name, last name, and their unique Roster Key in the lower half of the student login screen. If necessary, the proctor can locate the student's Roster Key next to their name on the proctor screen.

STUDENTS

Student Profile

Before a student can take a test, they must login through www.NA3SA.com and complete their student profile. While doing so, they will create a user name and password that will allow them to take assigned tests and view the results. At the student login screen, the student will be required to enter the following information **exactly** as their instructor entered it on his/her roster: **First Name, Last Name, Roster Key**. The roster key is a six character alphanumeric expression (e.g. F2D-9HW) that uniquely identifies the student on the roster. It must be entered exactly as it appears – including the dash.

The diagram illustrates the process of a student logging in. On the left is the 'New Student Registration' form, which includes fields for 'First Name', 'Last Name', and 'Roster Key', along with a 'Register' button. An arrow points from the 'Roster Key' field to the 'Existing Students' section of the 'Student Login' form on the right. The 'Student Login' form has two sections: 'Existing Students' with 'Log In', 'User Name', 'Password', and 'I Forgot My Password' links, and 'New Student Registration' with 'Log In', 'First Name', 'Last Name', 'Roster Key', and a 'Register' button.

All future student logins will be through the existing student login portal. If a student forgets their password, the "I Forgot My Password" utility on the login screen will present them with the Password Challenge Question from their profile. If answered correctly, the student will be provided a screen to establish a new password.

This diagram shows a close-up of the 'Student Login' form. A red arrow points to the 'I Forgot My Password' link, which is located below the 'Password' field and above the 'Log In' button. The form also includes the 'Existing Students' header, a 'Log In' button, and input fields for 'User Name' and 'Password'.

When the student establishes their profile, they may find that the instructor incorrectly entered their name (e.g. Bobby Bower rather than Robert Bower). The student may correct the spelling of their first and last name only during the initial profile setup. To make corrections in the future, the student must request that the instructor make those changes.

The following graphic shows which data are collected from the student when they manage their profile. Required fields are identified with asterisks. Students should have only one student profile, regardless of how instructors have them listed on their roster.

Please fill out your student profile.

* = Required Field

[Save](#)

First name *	Andrew
Middle initial	
Last name *	Anderson
Date of birth *	February 21 1992
High school graduation year *	2008
Name of your high school *	Washington HS
Email address	
Create your username *	AndyA
Create your password *	••••••••
Confirm password *	••••••••
Password reset question *	What's your dog's name?
Password reset answer *	Spot
Would you like to receive info from AYES, NATEF, and SkillsUSA?	☐ Yes ☒ No

[If you need help with these questions, check with your instructor](#)

State or school issued Student ID	VA 0090234
Are you an AYES Student?	☐ Yes ☒ No
Are you a SkillsUSA member?	☐ Yes ☒ No
SkillsUSA chapter number	
SkillsUSA section number	
For College Students Only	
Name of your college	
College graduation year	

Starting A Test

When a student signs in, their home page will contain a "Student Dashboard" that is used to navigate among different features of the system. Clicking the "My Exams" button will take the student to a page similar to the one shown below. All tests that have been assigned by the instructor will be listed. When the proctor has unlocked a test, the student has 30 minutes to login and begin their test. When the student is ready to begin their test, the student will click the "Start" button next to the unlocked test.

Student Dashboard

[My Exams](#) [Edit My Profile](#) [Change Password](#) [Logout](#) [User Manual](#)

Logged in as student EdEdwards

School	Series	Test	Status	
NATEF Beta HS	Automobile	Automatic Transmission and Transaxle	Assigned	
NATEF Beta HS	Automobile	Brakes	Unlocked	Start
NATEF Beta HS	Automobile	Electrical/Electronic Systems	Assigned	
NATEF Beta HS	Automobile	Engine Performance	Assigned	
NATEF Beta HS	Automobile	Engine Repair	Assigned	
NATEF Beta HS	Automobile	Heating and Air Conditioning	Assigned	
NATEF Beta HS	Automobile	Manual Drive Train and Axles	Assigned	
NATEF Beta HS	Automobile	Suspension and Steering	Assigned	
NATEF Beta HS	Collision	Mechanical and Electrical Components	Assigned	
NATEF Beta HS	Collision	Non-Structural Analysis and Damage Repair	Assigned	
NATEF Beta HS	Collision	Painting and Refinishing	Assigned	

Upon starting the test, the first screen the student will see is the Confidentiality Agreement. Students must agree to the terms of this statement to participate with the NA3SA tests.

CONFIDENTIALITY STATEMENT

I understand that the content on this examination is confidential. No part of the examination materials may be copied, downloaded, reproduced, stored, disseminated or conveyed to anyone else. Also, I will neither give nor receive assistance in selecting an answer for any question in this examination.

☒ AGREE I certify that I have read, understand, and AGREE to abide by the terms stated above.

☐ DISAGREE I DO NOT AGREE to abide by the terms stated above.

Please use the mouse to click the AGREE or DISAGREE button.

Click on the Next button to continue. [Next](#)

Example Test Screen

Below is a typical layout that demonstrates how the test questions are presented. The top header displays the student's name on the left, and a clock indicating how much time remains for the test on the right. The name of the current test is centered just below the header.

The screenshot shows a test interface with a header section and a main content area. The header includes a welcome message, a logo, and a timer. The main content area displays a question about tools used for repairing a damaged panel, with four multiple-choice options. At the bottom, there is a navigation bar with buttons for reviewing the test, navigating between questions, and flagging for review.

Welcome
Dan Davidson (DanD)

 Time Remaining: 01:59:31
☐ Hide clock

Current Test: Non-structural Analysis and Damage Repair

3) The following question contains the word EXCEPT. Read the question carefully and look for the choice that could NOT cause the described situation.

All of these tools could be used to rough out a damaged panel EXCEPT a:

- ☒ A. screw type slide hammer.
- ☐ B. bumping style hammer.
- ☐ C. dolly block.
- ☐ D. weld-on tab.

[Review Test](#) 3 of 40 Questions [Flag for Review](#) [Previous](#) [Next](#)

To select an answer, click the button next to the desired choice. To change the selected answer to something different, simply click on another option to change the response.

Use the navigation bar below the question to move throughout the test.

- To flag a question as a reminder to come back for a review, simply click the "Flag for Review" button
- To move to the next or previous question, click "Next" or "Previous"

The navigation bar also displays the sequence number of the current question and how many questions are on the test.

After answering the last question, or when clicking the "Review Test" button, the student is taken to the test summary screen.

The summary screen shows the status of each question – answered, not answered, or flagged for review. By hovering the cursor over the question icon, the first few words of the question are displayed. To return to the question, click on the question number. Once all flagged items have been reviewed and all questions have been answered, click "Submit Test for Scoring".

Non-structural Analysis and Damage Repair - Review

Key: = Question text, ☒ = Answered, ☐ = Not Answered, = Flagged

#	Status	#	Status	#	Status	#	Status
1	☒	11	☒	21	☒	31	☒
2	☒	12	☒	22	☒	32	☒
3	☒	13	☒	23	☒	33	☒
4	☒	14	☒	24	☒	34	☒
5	☒	15	☒	25	☒	35	☒
6	☒	16	☒	26	☒	36	☒
7	☒	17	☒	27	☒	37	☒
8	☒	18	☒	28	☒	38	☒
9	☒	19	☒	29	☒	39	☒
10	☒	20	☒	30	☐	40	☒

The following question contains the word EXCEPT. Read the question carefully and look for the choice that could NOT cause the described situation....

Before submitting this test for scoring, please confirm you have:

- Reviewed all flagged items.
- Answered all questions.

Conclusion
You can navigate to a question by clicking its number.

[Return to Previous Question](#) [Submit Test for Scoring](#)

When the test is submitted for scoring, the student is automatically logged out and returned to the login screen. The student can log back in to view their results or to start another test.



National Automotive Student Skills Standards Assessment

**Your test has been scored.
Please login to view your test results.**

NA3SA Login

Log In

User Name:

Password:

[I Forgot My Password](#)

[Read the User Manual](#)

New Student Registration

Log In

First Name:

Last Name:

Roster Key:

Viewing Test Results

To view test results, login and select "View Test Results".

Student Dashboard

My Exams

Edit My Profile

Change Password

Logout

User Manual

Logged in as student EdEdwards

School	Series	Test	Status	
NATEF Beta HS	Automobile	Automatic Transmission and Transaxle	Assigned	
NATEF Beta HS	Automobile	Brakes	Completed	View Test Results
NATEF Beta HS	Automobile	Engine Repair	Completed	View Test Results
NATEF Beta HS	Automobile	Heating and Air Conditioning	Assigned	

The resulting report will appear similar to the sample shown below.

Student Name: Edward Edwards

Session: NA3SA Spring 2009

Engine Repair

Your score is: 40 - Pass

The number correct needed to pass is 22 out of 40

Content Area

General Engine Diagnosis; Removal and Reinstallation (R&R)

Cylinder Head and Valve Train Diagnosis and Repair

Engine Block Assembly Diagnosis and Repair

Lubrication and Cooling Systems Diagnosis and Repair

General Knowledge

Number Correct

9

12

6

9

4

Max Score

9

12

6

9

4

This test may have contained a number of questions that were included for statistical research purposes only. Your answers to these questions do not affect your score and are not reflected in this score report.

Print Report

Back To Student Exam List

Back To Roster